

JOB OPENING
LOWER ALLOWAYS CREEK
POLICE DEPARTMENT

Lower Alloways Creek Township is seeking applications for the position of Administrative Assistant to work primarily in the Police Department. Applicants must possess excellent communication and computer skills. Familiarity and experience with police reporting systems, the Police CAD system, Uniform Crime Reporting, and Discovery Motions is preferred but not required. Job related college courses, computer training and experience are also preferred. Applicants must submit to a thorough background investigation and must be temperamentally suited to interact with the public and work in the law enforcement environment. The position is part time with the hourly rate commensurate with training, experience, and qualifications. Applications are available from the Lower Alloways Creek Municipal Clerk at 501 Locust Island Rd. PO Box 157, Hancock's Bridge, N.J. 08038. (clerk@lowerallowayscreek-nj.gov) Applications and a Resume must be submitted to the Township Clerk by Monday, December 12, 2016.